

**Relocation Information Sheet**  
**for**  
**New Federal Government Hires**

Privacy Act Statement: Authority for collecting information requested on this form is contained in 5 U.S.C. § 6101, 10 U.S.C. §§ 1601-1614, 50 U.S.C. §§ 402 note, 5 C.F.R. § 610.121, and Executive Order 12333. NSA's Blanket Routine Uses found at 58 Fed. Reg. 10,531 (1993) as well as the specific uses found in GNSA 01 apply to this information. The requested information will be used to prepare travel orders for the new hire relocations. Your disclosure of requested information is voluntary. However, failure to furnish the requested information may delay or prevent the Agency from processing your travel orders for your relocation.

1. Name (first, middle initial, last): \_\_\_\_\_
2. Recruiter's Name (person that signed your job offer letter): \_\_\_\_\_
3. Enter on Duty (EOD) Date: \_\_\_\_\_
4. Type of Hire: New Hire \_\_\_\_\_ or Coop \_\_\_\_\_
5. Day Time Phone Number: \_\_\_\_\_
6. Email: \_\_\_\_\_ Fax # \_\_\_\_\_
7. Current Residence (city, state, county): \_\_\_\_\_
8. Number of rooms to be moved (from current residence, excluding bathrooms):  
\_\_\_\_\_
9. Additional pick-up of household goods (HHG)? yes \_\_\_\_\_ no \_\_\_\_\_. If Yes:
  - 9a. Location: \_\_\_\_\_ Number of Rooms: \_\_\_\_\_
10. Privately Owned Vehicle (POV) shipped? yes \_\_\_\_\_ no \_\_\_\_\_
11. What is your departure date to travel to the Agency? \_\_\_\_\_
12. Which mode of transportation you will use to travel to the Agency/school?  
Drive: \_\_\_\_\_ Fly: \_\_\_\_\_ Train: \_\_\_\_\_
- 12a. If flying, from which airport? \_\_\_\_\_
- 12b. If driving, how many miles is it from your current residence to Fort Meade,  
MD/school going the most direct route? \_\_\_\_\_

13. Dependents

Name	Date of Birth	Relationship

If you have dependents:

13a. What date will they be traveling? Date: \_\_\_\_\_

13b. Which mode of transportation? Drive: \_\_\_\_\_ Fly: \_\_\_\_\_ Train: \_\_\_\_\_

Additional information:

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